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## CANDIDATE ORIENTATION

FOR THE APRIL 8, 1980 GENERAL ELECTION

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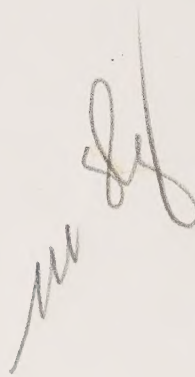
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UNIVERSITY OF CALIFORNIA

Prepared By:

Office of the City Manager  
City of Seaside  
440 Harcourt Avenue  
Seaside, California 93955

February 28, 1980



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## OFFICE OF THE CITY MANAGER





## OFFICE OF THE CITY MANAGER

The Office of the City Manager, which has a small administrative and professional staff, is responsible for City administration, personnel, affirmative action, the CETA Program, the City Clerk functions, and the City Hall switchboard. These programs are explained below:

City Administration - The City Manager is responsible for providing administrative direction to all City departments, analyzes public policy alternatives for the City Council, implements City Council policies, and acts as a liaison between the City Council and staff. The City Manager also acts as the focal point for resolving citizen complaints and responding to citizen inquiries. The City Manager also coordinates the other programs in the City Manager's Office, as well as acting as the City's representative to other governmental jurisdictions. The City has a total budget of \$7.9 million and over 250 employees. The annual budget is outlined on the attached sheet.

Personnel - The City of Seaside recently adopted a centralized system of personnel administration that is based solely on the principles of merit in the recruitment, examination, selection, and training of City employees. This system is operated in tandem with a labor relations program that includes the administration of fringe benefits, grievances, and salary ranges. This program ensures that all employees are treated equitably, regardless of the department to which they are assigned. This program provides the City Manager with centralized control over all personnel matters, which is essential to the effective operation of the City.

Affirmative Action - The City of Seaside has declared a policy of equal employment opportunity and nondiscrimination in the hiring process as well as in the delivery of services to the public. This program is managed by an Affirmative Action Officer. The Human Relations Commission has been designated as the advisory body to advise the Council on all affirmative action matters.

CETA Program - The City of Seaside participates in the Comprehensive Employment and Training Act, a program funded by the Department of Labor. The City is scheduled to receive over \$651,000 in CETA funds this year. Over 60 citizens are employed under this program.

City Clerk - The City Clerk is the official custodian of all official City documents, prepares the City Council agendas, and coordinates all municipal elections. The Deputy City Clerk handles the day-to-day operation of the City Clerk function. She is also responsible for a records management program, which consolidates and centralizes all official City Council-related documents.

City Hall Switchboard - The City Hall switchboard serves as the central information source for all incoming telephone calls to the City. Calls are transferred to the appropriate departments. Information on City-sponsored events and activities is also provided to citizens. The City's mail is also received and distributed at this point.





# CITY OF SEASIDE

## MEMORANDUM

To City Manager

Date 1-22-80

From Finance Director

Subject Financial & Personnel Data

TOTAL CITY BUDGET \$ 6,001,050 ALL FUNDS

### FEDERAL FUNDS BY PROGRAM

		<u>STAFF</u>
COMMUNITY DEVELOPMENT BLOCK GRANT	\$1,228,784	11
CETA TITLE 2	391,000	41
CETA TITLE 6	76,900	5
CETA TITLE 6 PROJECTS	183,600	19
TOTALS	\$1,880,184	75

GRAND TOTAL OF ALL BUDGETS: \$ 7,881,234

### CITY STAFF

Permanent Full Time	136
Community Development	11
All CETA Programs	64
City Part Time	41
TOTAL	252

*Fred Smith*



ELECTORATE

Mayor/Council  
(Redevelopment Agency)

City Manager

- City Administration
- Personnel
- Affirmative Action
- CETA Programs
- City Clerk
- Switchboard
- Sanitation District

City Attorney

Community Development

- Planning
- Zoning
- Redevelopment
- Environmental
- Economic Development
- Rehabilitation
- Architectural Review

Building Inspection

- Plan Checking
- Code Administration
- Code Enforcement
- Permit Fee Collections

Finance

- Accounting
- Payroll
- Treasury
- Budget Development
- Purchasing
- Risk Management

Public Works

- Engineering
- Inspection
- Design
- Traffic Engineering
- Operations
- Bldg Maintenance
- Water
- Street Construction
- Street/Sewer Maintenance
- Shop
- Traffic Controls
- Park Maintenance
- Weed Abatement
- Litter Control

Fire

- Fire Suppression
- Civil Defense
- Fire Prevention
- Ambulance Service

Police

- Patrol
- Investigation
- Crime Prevention
- Records
- Animal Control

Community Services

- Recreation
- Youth
- Seniors
- E.D.A.
- Medical Clinic
- Social Services
- Special Projects

# ORGANIZATION CHART

CITY OF SEASIDE, CALIFORNIA





COMMUNITY DEVELOPMENT



# CITY OF SEASIDE

## MEMORANDUM

To: City Manager

Date January 28, 1980

From CD Director

Subject DEPARTMENTAL OPERATIONS

Pursuant to your memo of January 24, 1980, attached is the Community Development Department's operations and functions.

If you have any questions or need additional information, please let me know.

  
JOHN CARLSON

JC/ddl

Encl.: as stated





CITY OF SEASIDE

COMMUNITY DEVELOPMENT DEPARTMENT

February, 1980

I. Department Functions

A. Division of Community Planning

1. Advance Planning and Programming Section

Staff of the Advance Planning and Programming Section collects and evaluates data on physical, social, economic, and institutional characteristics of the community, and develops policies and regulations to guide future growth and development. Staff prepares and updates the General Plan. The Advance Planning and Programming staff also develops precise plans for implementation of the General Plan. The Advance Planning and Programming staff also develops precise plans for implementation of the General Plan.

The Advance Planning staff serves as an information and educational resource for the community. Data and information pertaining to population, land use, soils, etc., are collected and incorporated into planning documents.

2. Development and Zoning Section

The Development and Zoning Section is responsible for administration of the City's Zoning Ordinance, subdivision regulations, and other development regulations. These regulations cover such matters as the types of uses allowed in various areas, lot size, building setback and height restrictions, parking, and signs.

Staff of this Section answer questions from the public and receives, reviews, and coordinates review by other City departments of applications and plans for rezoning, use permits, planned unit developments, subdivisions, variances, and site plan approvals.

Environmental review is also an important development review function. The analysis and review of possible environmental effects of proposed public and private projects are carried out pursuant to the California Environmental Quality Act. This Section responds to complaints from the public about the improper use of property and buildings.

Another function of the Development and Zoning staff is to recommend and draft amendments and revisions of the Zoning Ordinance and subdivision regulations.



3. Community Development Program, Grants and Economic Development Section

This Section is responsible for the grant function and implementation of the City's annual Community Development Program. The Section provides the necessary staff support for the Community Development Advisory Committee and works closely with other City departments and community groups. Additionally, the Section applies for and implements other appropriate grants.

4. Other Planning Responsibilities

The Division staff reviews, comments and testifies on new or pending State and Federal legislation in the areas of planning, land use, and housing matters. The Division staff interacts with other departments on development programs, City services and capital improvement projects and coordinates appropriate projects with AMBAG, Regional Park District, Airport District Board (ANCLUC), Coastal Commission, other regional and local agencies. The Division provides drafting and graphic services for general City activities.

The Division is responsible for bringing planning and zoning matters before the Planning Commission, Board of Architectural Review, or City Council.

B. Division of Community Redevelopment (Implementation)

1. Residential Rehabilitation Loan Section (Neighborhood Improvements)

Since 1975 staff from the Community Redevelopment Section are highly involved in the implementation aspects of Seaside's Community Development Program. One such major program is the residential rehabilitation loan program.

The purpose of the loan program is to provide below-market interest loans to finance rehabilitation of residential dwelling units within the City of Seaside. Staff from this Section are responsible for administering all aspects of the program.

2. Redevelopment Project Administrative Section

Staff of the Redevelopment Project Administrative Section are responsible for administering Seaside's four redevelopment/neighborhood development projects. The four projects total 620 gross acres or 39% of Seaside's non-military land area, including major portions of Seaside's residential and commercial districts. The projects are named Del Monte Heights, Hannon, Gateway and Laguna Grande. Each project requires one or more of the following activities: land sales, reporting, project review, land owner relations, general administration and project review.





### 3. Other Community Redevelopment Responsibilities

Division staff assists the Community Development Director in the relocation of individuals, families and businesses that are to be displaced as a result of project activities approved by the City Council.

## II. Major Projects of Interest

- A. Funding/Implementation of Residential Rehabilitation Loan Program.
- B. Implementation of Residential Paint Program.
- C. Coordination of California Housing Finance Agency Program to provide below market interest rate loans for home acquisition and rehabilitation.
- D. Land acquisition for Laguna Grande Regional Park.
- E. Implementation of Laguna Grande Project (Hotel).
- F. Development of revised General Plan and Zoning Ordinance.
- G. Development of Seaside's Local Coastal Program(LCP).
- H. Development of Marks/Foran Program.
- I. Development of an Economic Development Strategy Plan consistent with EDA/HUD Guidelines.
- J. Implement Annual Community Development Program which includes various activities.
- K. Staff support/coordination of Economic Development Task Force.

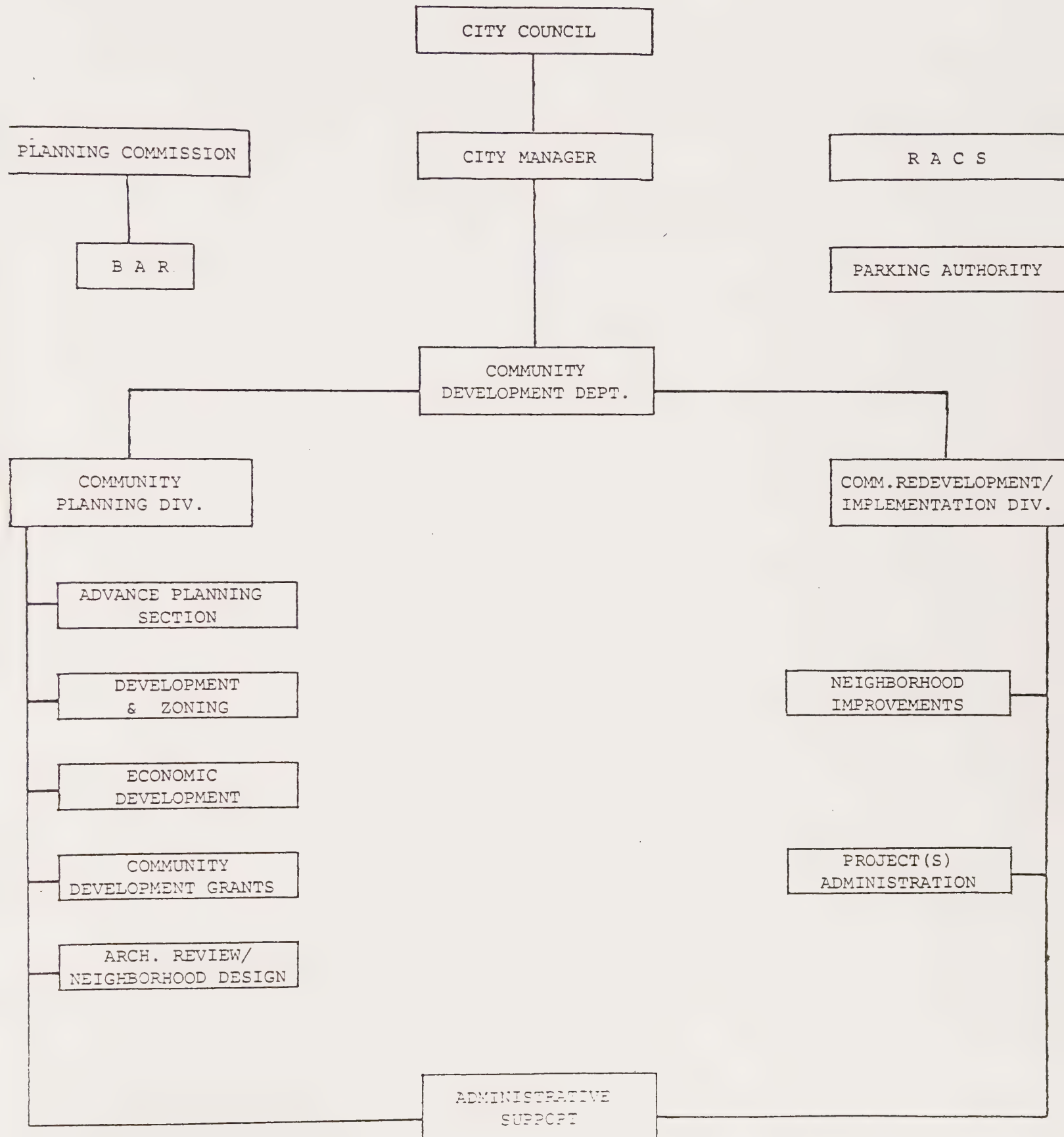
## III. Department Organization Structure

Find attached the Community Development Department Functional Organization Chart.



CITY OF SEASIDE  
COMMUNITY DEVELOPMENT DEPARTMENT

FUNCTIONAL ORGANIZATION CHART







BUILDING



# CITY OF SEASIDE

## MEMORANDUM

To: CITY MANAGER

Date: February 6, 1980

From: George D. Machado

Subject: DEPARTMENTAL OPERATIONS

The Building Department and it's staff's functions are to provide a service of health and safety through proper issuance of permits and inspections. Codes were established for the purpose of health and fire safety, plus orderly development, and not established to harass the public, as many persons may think. The various permits are issued in basically five categories. These are: building, electrical, mechanical, plumbing, and sewer connections. Any individual wishing to build, add to, alter or repair a structure, whether it be carpentry, electric, heating, plumbing or sanitation, is required to secure permits, with the fees based on the amount of work to be performed as designated by each applicable code. Citizens are urged to seek our help and assistance if they are contemplating doing any work to their structure. Many times individuals are not aware that permits and inspections are required and, in turn, go ahead with construction which is stopped later by a building inspector. At this time they are either embarassed or unhappy. It is our job to assist them into bringing their violation into conformance with local applicable codes with minimum confusion or discomfort. There are many instances in which lay persons may install electrical, plumbing, or heating appliances and may not be aware of the hazards they are creating for themselves, their families, or occupants of a building. Again, we state that if they are not familiar with certain installations, they should call the Building Department or a licensed electrical, plumbing or heating contractor or appliance installer.

Another caution I have for the citizens of Seaside, is that an innocent citizen can be approached by telephone or at the front door by a salesman selling a product or service which could include patios, patio covers, enclosed rooms, siding, roof covering, heating appliances and repair, and maintenance contracts which are sold to the citizen. In some instances, these items are not up to code standards or are not installed properly to meet minimum code standards for health and safety. These solicitors, in many cases, do not have valid State contractor's licenses and do not secure the necessary City permits to perform the services they are selling. They may leave the area, leaving the local citizen with a substandard or improperly installed item for which the citizen has signed a contract and is obligated to pay off within a number of years.

One additional point of information I would like to state is the service which the local gas and electrical utility company can provide to the homeowner or occupant. Upon request, P. G. & E, will check out your appliance to see if it is properly installed or is operating in a safe manner and they will advise you of any problem they may find.



2/5/80

The Building Department is charged with the responsibility of regulating and controlling design, construction, quality control of materials, locations, occupancy and maintenance of all buildings and structures in the City. The Department enforces the various codes: building, electrical, housing, mechanical, plumbing, Sanitation Ordinance, and applicable State and Federal laws. The Department performs these various functions in carrying out it's daily operations:

1. Receives plans and plan checks them for code conformance;
2. Processes with the circulation to all applicable departments for approval and issues the appropriate permits;
3. Maintains records of all permits issued;
4. Collects fees and accounts for building, electrical, plumbing, mechanical, and sewer permits which are issued;
5. Performs building inspections;
6. Performs electrical inspections;
7. Performs housing inspections;
8. Performs Municipal Housing inspections;
9. Performs business license inspections prior to issuance of business licenses;
10. Performs housemoving inspections prior to moving of any structures;
11. Performs plumbing inspections;
12. Checks contractors on construction sites for business licenses;
13. Reviews, processes, and inspects all structures that are being rehabilitated in the Redevelopment Project areas and Community Development;
14. Assists Fire, Health, Planning, Public Works, and Sanitation Departments in various inspections;
15. Assists homeowners, contractors, architects, engineers, and developers with their plans;
16. Maintains permit records, field notes, and maps for the Seaside County Sanitation District;
17. Receives and accounts for sewer connection fees for the Monterey Regional County Sanitation District;






2/5/80

18. Maintains a address-numbering map and issues all building addresses;
19. Maintains plan files of all commercial structures;
20. Investigates complaints received;
21. Submits monthly building reports to Federal, State, Utility, and local agencies;
22. Coordinates and assists utility companies on installation of different utilities.

The Building Department urges any individual seeking information concerning inspections, or code requirements, to contact the Building Department at City Hall, 440 Harcourt Avenue, telephone 394-8531 Extension 61 or 62.

  
GEORGE D. MACHADO  
Building Director

GDM:mg



FINANCE



# CITY OF SEASIDE

## MEMORANDUM

To City Manager

Date: 2-15-80

From Finance Director

Subject Candidate Briefing Information

1. Attached is an organizational chart, and summary of duties and responsibilities of the members of the Finance Department. In addition to the regular organization, there is a temporary full time CETA Title 6 projects, Revenue Aide, and a CETA Title 2d, Office Aide. It is projected that the Revenue Aide Project will end by or during April. The status of the Office Aide, who has a principal assignment for operating the AB Dick Machine, and working generally in the graphics art field is not firm.
2. Presently, the Department has recouped about three of an original six months backlog of work which arose as the result of a more than nine months delay in the filling of the Accountant position, one of two professional accounting positions in the department. All backlog should be caught up by the end of January.
3. New programs for the current FY are the plant account, the capital budget, procedures for the swimming pool, and neighborhood facility, and a general review of the internal accounting control system.
4. The mid-year budget review is tentatively scheduled for the first council meeting in February, at which time reprogramming and other matters which will require your attention will be the subject of prior staff action.
5. Audits for the City, the JPA Medical, the Sanitation District, and Community Development for the last fiscal year are either complete or will be completed during the next month. In that connection, these audits are performed by the firm of Apger, Paik, Jennings, and Dunlap.
6. There are two outstanding debts owed the City which are over due. One is with the YAFA organization and one is with the Performing Arts Association. Other collections, although sometimes difficult are proceeding well with the exception of the franchise fees due from Trash, Inc., the local garbage company. Business license collections are running \$92,000 as of 11-30-79 up from \$69,800 on the same date a year ago. This is due in part to our revenue aide project and generally intensified collection efforts.
7. Generally, city revenues are running about as projected, and expenditures are currently running less than budget. The mid-year budget review will afford you an excellent opportunity to catch up on the total situation.
8. An upcoming item, now scheduled for the 3 January Council meeting involves a proposed purchase of a new fire engine for about \$100,000. This is currently unbudgetted. There is about \$310,000 remaining in the Capital





Outlay and Projects Fund following Council authorization to expend up to \$39,000 for new lighting for Cutino Park.

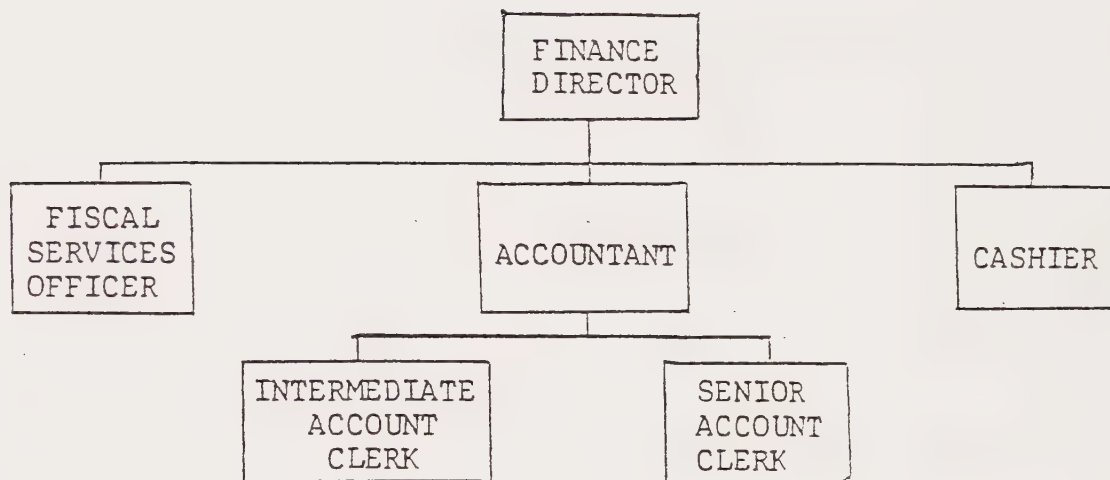
9. This year, the general fund budget is restricted to expenditures not to exceed revenues in accordance with a Council Resolution last spring.
10. In response to the Gann Initiative, the Council acted last June to appropriate all of the general fund surplus to the following funds in the following amounts:
- |   |           |
|---|-----------|
| Capital Outlay and Projects                           | \$350,000 |
| Insurance Reserve                                     | \$150,000 |
| Employee Benefits(SPO & VACPO)                        | \$ 75,000 |
| Water Utility Depreciation                            | \$ 50,000 |
| Contingency Fund- Balance of the general fund surplus |           |
| as of the close of the FY 1978-79                     |           |
| on an accrual basis- Approximately                    | \$260,000 |

*Fred Smith*



CITY OF SEASIDE

FINANCE DEPARTMENT





## FINANCE DIRECTOR

1. Supervise all financial operations and activities.
2. Advises City Manager on Fiscal Policy.
3. Performs treasurer function and manages city investments.
4. Administers debt operations.
5. Supervises all accounting operations.
6. Prepares financial statements.
7. Prepares and approves general journal, adjusting, and closing entries.
8. Acts as fiscal agent.
9. Maintains custody of city funds.
10. Exercise cash flow control.
11. Prepares and submits financial reports to outside agencies.
12. Submits claims for special funds reimbursement.
13. Prepares cash budget.
14. Coordinates and supervises city computer operations.
15. Conducts special studies and analysis of financial matters.
16. Collects taxes, fees, and other revenue.
17. Represent City Manager to outside agencies for fiscal matters.
18. Pre audits claims, receipts, and disbursements.
19. Coordinates audits conducted by external audit agencies.
20. Perform other duties as may be required.





1. Coordinates and assembles budget data and estimates, and assists City Manager in preparing annual budgets.
22. Prepares capital expenditure budget and five year projections.
3. Assists Finance Director in preparation of cash budget.
4. Makes departmental work measurements and expenditure analysis for development of and administration of budget.
5. Purchases all materials, supplies, and equipment for city departments.
6. Coordinates pre contractual specifications with departments.
7. Assists in coordination of the business aspects of contracts.
8. Administers major contracts.
9. Prepares budget related financial statements.
10. Prepares and coordinates special funds budgets.
11. Prepares special studies and analysis as required.
12. Pre audits claims for contracts, and major purchases.
13. Acts for Finance Director in his absence.
14. Administers city insurance programs.
15. Performs other duties as may be required.



## ACCOUNTANT

1. Supervises all accounting operations.
2. Supervises and coordinates city computer operations.
3. Prepares all financial statements including expenditure and revenue summaries, balance sheets, funds and cash statements.
4. Prepares general journal adjusting and closing entries.
5. Maintains project ledgers.
6. Prepares payroll and payroll reports.
7. Maintains payroll journal and related records.
8. Prepares PERS reports.
9. Pre audits claims, receipts, and disbursements.
10. Prepares and coordinates special fund billings.
11. Coordinates audits conducted by external audit agencies.
12. Assists Finance Director in budget preparation and coordination.
13. Conducts studies and analysis of financial matters as required.
14. Acts as fiscal agent when assigned.
15. Perform other duties as may be required.



## CITY CASHIER

1. Under direction, collects all taxes, license fees and other city revenues.
2. Cashier for all city departments in receiving and accounting for funds.
3. Collects revenues and deposit fees for the water utility system.
4. Reconciles daily receipts, prepares deposits, and codes revenues for posting to general ledger.
5. Maintains business license, dog license and other files for renewal and follow-up.
6. Interprets and advises on business license regulations and fees.
7. Reviews gross receipts from franchise and occupancy tax statements to insure proper tax payment.
8. Coordinates with Fire, Police, Building, and Planning Departments in obtaining information pertaining to business activity in Seaside.
9. Monitors delinquent accounts, assembles related data and coordinates with City Attorney on collection efforts.
10. Orders and maintains stationary supplies for all departments.
11. Reviews all purchase orders for accuracy of extensions, totals, and account coding.
12. Originates correspondence for matters concerning revenues and collections.
13. Perform other duties as may be required.





SENIOR ACCOUNT CLERK

1. Pre audits city bills for payment.
2. Prepares and maintains files of open and annual purchase orders.
3. Prepares city claims for payment.
4. Prepares city warrants for claims.
5. Prepares accounts payables ledgers, check register, and related records.  
Post data to general ledger.
6. Maintains claims files.
7. Maintains city plant account inventory card files.
8. Prepares Street Department labor recapitulation by fund.
9. Prepares fund expenditure reports.
10. Posts revenues to general ledger.
11. Distributes repair orders data to fund, department, and object accounts.
12. Prepares Community Development warrants.
13. Maintains Community Development general ledger.
14. Perform other duties as may be required.



# INTERMEDIATE ACCOUNT CLERK

1. Pre audits Sanitation District bills for payment.
2. Prepares warrants for Sanitation District claims.
3. Maintains Sanitation District claims files and records.
4. Maintains Sanitation District general ledger.
5. Operates city water utility billing system including posting meter readings, updating customer files and accounts, preparing bills, and posting revenue receipts.
6. Coordinates water utility billing system with Water Department activity.
7. Follows up on water utility billing delinquent accounts. Maintains delinquent register.
8. Prepares non water utility City billings.
9. Assists City Cashier during peak business and dog licensing periods. Backs up City Cashier at other times including vacation, noon hours, and etc.
10. Monitors and maintains department forms, warrants, and other materials inventory.
11. Maintains imprest account ledger.
12. Perform other duties as my be required.



# CITY OF SEASIDE

## MEMORANDUM

To City Manager  
From Public Works Director

Date January 28, 1980  
Subject Departmental Operations

### Street Sweeping

The City of Seaside's Department of Public Works operates two street sweepers eight hours per day. The major business streets are swept three times per week; all residential streets are swept once a week. In addition, the city has agreements with the City of Del Rey Oaks, with CalTrans (for Highway 218), and with the Parking Authority to sweep their respective facilities at a cost plus overhead reimbursement. 12,000 miles of streets are swept annually, with 3,000 tons of sand and debris disposed of.

### Traffic Safety Markings

All traffic control pavement markings are painted twice a year, once prior to the opening of school and once again in early Spring at the end of the rainy season. On a daily basis, traffic control signs and street name signs that are damaged or removed are repaired or replaced.

### Sewer Maintenance

Each month, 40,000 to 60,000 feet of sewer mains are rodded. Approximately one stoppage per day occurs, and is immediately checked; those stoppages found in the main lines are cleared, but most stoppages are in the lateral, requiring the property owner to be notified to call a plumber.

### Street Maintenance

The City of Seaside implemented one of the first preventive maintenance programs in the State. Approximately five miles of streets are seal coated each year to prevent water from infiltrating the surface and damaging the subgrade of the street. The result has been the elimination of potholes and a substantial cost saving to the city.



### Storm Drains

The city's storm drain system is cleaned semi-annually, once in October just prior to the rainy season, and again in the Spring at the end of Winter. Catch basins are cleaned and bubble-ups are pumped out. During and after storms, the streets are patrolled for removal of debris that has collected on inlets, to prevent flooding. Heavy storms cause erosion, and the resulting damage is always repaired immediately.

### Street Trees

In order to save trees, it has been the past policy of the Public Works Department to remove broken and displaced sidewalk resulting from street trees in the public right of way and on private property immediately adjacent to the sidewalk. Currently, the property owner is required to make the necessary repairs, or pay the actual cost for city crews to do the work.

### Force Account Projects

The department's policy has been to build as many projects in-house as possible. The results are better service to the public at least cost. Storm drains are installed in problem areas. New manholes are constructed on sanitary sewers where stoppages are a problem. Streets with inadequate structural sections are replaced. Curb returns that break out as a result of concrete expansion are removed and replaced with handicap ramps. Traffic control signals are upgraded. We are limited to \$5,000 for force account work, and the cost for private contractors to do these things is about three times as great.

### Equipment Maintenance

All city equipment, including fire trucks, police vehicles, ambulances, heavy construction equipment, street sweepers, trucks, administrative automobiles, mowers, pumps, generators, and stationary mechanical equipment in buildings is maintained by the city's mechanical shop. Records are kept by the Public Works Account Clerk. On rare occasion, work is sent out, but only when it is cost effective, for such work as automatic transmissions, body and fender work, and tires and wheel alignments.

### Water System

The city produces and supplies domestic water to about 10% of the city. The department reads and maintains water meters, monitors records of production and the sale of water. The capital improvements owned by the city are three wells, mains and appurtenances, and two half million gallon tanks.





## Governmental Buildings

The offices of city government are located throughout the city. There is the City Hall and Police Station, Library, City Attorney Offices, Redevelopment Agency, Recreation Department Offices, Mechanical Shop, Parks Corporation Yard, Public Works Corporation Yard, Fire Station, Medical JPA, Housing Authority, and new Multi-Use Center and Swimming Pool. These buildings are maintained and repaired by the custodial and maintenance staff in Public Works

## Public Works Administration

This division is responsible for all purchasing and personnel in the Department of Public Works. All correspondence and reports for all other division are prepared in this division.

## Engineering

All preparation of plans and specifications, engineer's estimates, official records, surveys, and construction inspection are handled by this division, along with traffic control devices, traffic counts, and all other design projects the city undertakes.


## Parks Division

Maintenance and repair of lawns, street trees, landscaped grounds, parks and buildings. Irrigation control of all city parks, buildings, baseball and athletic fields, street trees, and traffic islands. Sidewalks are sprayed annually to eliminate unsightly weeds. This division also provides assistance and setup of community service functions and recreational needs.

Maintenance of the following parks: Metz Park, Cunningham Park, Soliz Park, Stuart Park, Highland Park, Leslie Park, Neil Park, Capra Tot Lot, Durant Tot Lot, Farallones Tot Lot, Trinity Park, Beta Park, Encanto Park, Martin Park, Sabado Park, Cutino Park, Juarez Tot Lot, Pacchetti Park, Kennedy Park, and Fernando Tot Lot.

## Assistance to Other Departments, and Miscellaneous Services

Barricade and sweep for 4th of July Parade. Place and remove Christmas decorations. Grade ballfields and race tracks. Remove dead fish from lake. Bury whales and sea lions on beach. Open channels. Build manholes for Sanitation District. Assist Regional District in maintaining Sanitation lift stations. Carpentry and plumbing in buildings. Sandblasting. Pave utility patches. Install bus stops. Paint water tanks and buildings. Demolish structures. Provide standby for all emergency services in the City and Sanitation District.

  
Dwight P. Mitchell, Public Works Director



FIRE



# CITY OF SEASIDE

## MEMORANDUM

To Roger Kemp, City Manager Date February 8, 1980  
From J. McNeill, Fire Chief Subject Fire Department Operations

The Seaside Fire Department has one fire station located at 1635 Broadway Avenue. The department is staffed with twenty-seven uniformed firefighters and one civilian secretary. A copy of the department's organizational chart is attached. The Chief, two Assistant Chiefs and the department secretary work a standard forty hour week. All other personnel are assigned to one of three platoons and work a standard fire department fifty-six hour week.

The department has three CETA employees who are used in the fire prevention function. Two are conducting a door-to-door home fire prevention and public education program and one is assigned to the fire prevention weed abatement program, fire prevention records section and other routine clerical duties. These employees also work a standard forty hour week.

The department has eleven vehicles consisting of two ambulances, four pumpers, one fire/rescue/salvage van, one pickup truck, two sedans and one compact station wagon.

The fire station is a new building. Construction began in 1978 and was completed in the early part of 1979. The department has occupied the building since April, 1979. The old station, which is located at 610 Olympia Avenue, is currently being used to store and dry fire hose, and for the storage of records and other miscellaneous equipment.

The department is compiled of two on-going programs. These programs (Fire and Ambulance) are budgeted separately under the current fiscal year procedures.

### FIRE PROGRAM:

The main objective of the fire program is to prevent fires from starting. This is accomplished through an active and on-going yearly fire prevention program involving all personnel which consists of: inspections of commercial, industrial, institutional, residential, public assembly and school occupancies. Correction notices are issued to abate serious fire hazards and enforce compliance with State and City codes and regulations. Enforcing a weed abatement function on residential property and vacant lots. Providing public education through lectures and demonstration in fire safety. Investigating fires for cause and prosecuting criminal fire setters. Reviewing building plans of new construction projects for code compliance with State Fire Marshal and City



Roger Kemp, City Manager  
Fire Department Operations  
February 8, 1980

regulations, and consulting with architects and building designers regarding the installation of built-in fire protection.

An in-service training function for personnel which provides training in fire fighting methods such as: fire fighting tactics and strategy, hazardous materials, ventilation, salvage and overhaul, emergency rescue, and the use of special tools such as the Lukas Rescue Tool and similar equipment. This function also includes pre-fire planning target hazard properties, testing and maintaining fire hydrants and maintaining fire flow data records. Reviewing and updating educational material pertaining to all fire department functions. Assisting personnel in furthering their professional development in the fire service through local educational facilities. Coordinating fire related courses at Monterey Peninsula College through the Fire Science Advisory Board. Reviewing personnel job performance and making recommendations for improvement when necessary. Maintaining the State Apprenticeship Training Program and coordinating training with the City of Monterey to keep all personnel abreast of procedures used during mutual and automatic aid responses.

An additional service provided under the fire program is to assist residents and business owners with flooding problems, sewer back-ups, washdowns, leaking roofs, large broken windows, lock-outs, broken water pipes and similar non-fire related incidents.

The department also provides fire protection to that portion of Sand City within the boundaries of the Seaside Fire Protection District on an annual contractual basis.

Mutual aid agreements have been formalized with all the Peninsula cities, the Airport, Service Areas, and Fort Ord. We also have an automatic aid response agreement with the City of Monterey which provides reciprocal services in designated areas of the two cities.

#### AMBULANCE PROGRAM:

The ambulance program provides emergency first aid for anyone ill or injured and for emergency transportation to local hospitals if required. A fee is charged for transporting patients and the billing is administered by this department. All platoon personnel are certified Emergency Medical Technicians and our two ambulances carry the required first aid equipment mandated by the State and enforced by the California Highway Patrol.






Roger Kemp, City Manager  
Fire Department Operations  
February 8, 1980

CIVIL DEFENSE:

This department maintains the civil defense files for the City and updates the "Emergency Plan" as recommended by the Office of Emergency Services of the State of California. Radiological monitoring equipment is stored and maintained at the station and several of the personnel are trained operators.

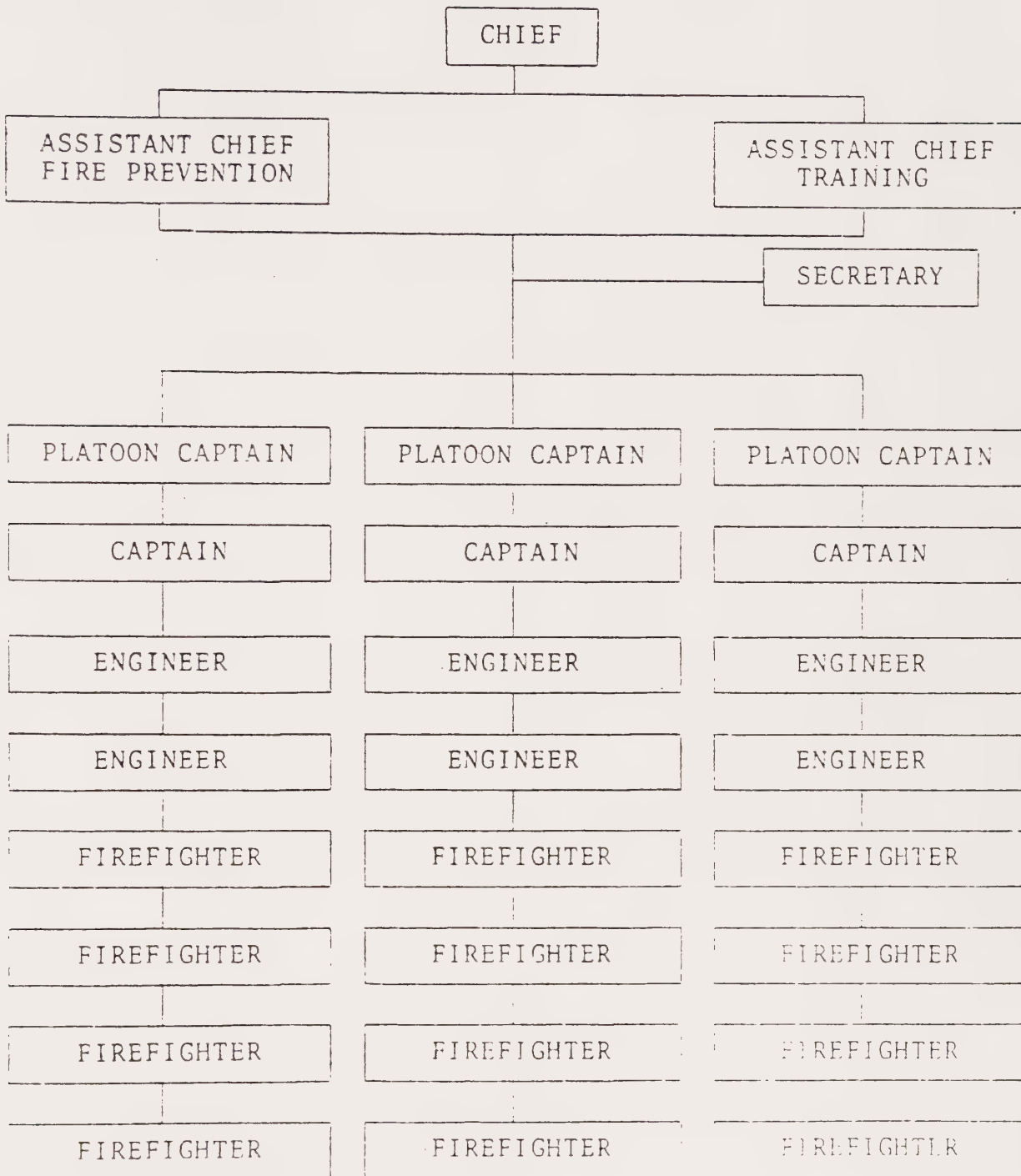
  
JOSEPH P. MCNEILL, FIRE CHIEF

JPMc/nv

Attachment



SEASIDE FIRE DEPARTMENT  
ORGANIZATIONAL CHART





POLICE



# CITY OF SEASIDE

## MEMORANDUM

To: City Manager, Roger Kemp

Date: January 29, 1980

From: Chief Cooper *pc*

Subject: Departmental Operations

The City of Seaside Police Department is responsible for the 24-hour security and maintenance of the peace within the city. The department is divided into five major functions: 1) Patrol 2) Investigation 3) Crime Prevention 4) Administration and Records 5) Animal Control

The functions are performed by both sworn and non-sworn personnel, CETA, and Reserve Officers.

The department consists of 36 sworn officers, of which three are female, 15 Reserve Officers, nine non-sworn personnel of which three are CETA employees.

The majority of the department is assigned to patrol functions and they are divided into three 8-hour shifts. Our Juvenile Officer, who is assigned to the Investigation Division, also has one Cadet working for her half-time.

The Police Department is presently at full-strength with the exception of two officers who are presently in the Police Academy. There are several vacancies in the Reserves.

### PROGRAM OBJECTIVES

1. Patrol the city 24 hours a day in an effort to prevent crime and accidents and be readily available to the public.
2. Investigate reported crimes in order to arrest responsible persons.
3. Traffic control by issuing citations, investigation of accidents, removing abandoned vehicles and arresting drivers for driving under the influence of alcohol and drugs.
4. Respond to public service calls.
5. Serve warrants and collect bail money. Serve subpoenas.
6. Work with schools, Probation Department and other agencies to curtail delinquent behavior.
7. Initiate investigations in the area of narcotics and vice.
8. Speak with public organizations, schools, etc., by request on law enforcement matters and subjects.
9. Animal Control by issuing Summons for violations of City Municipal Code, picking up loose animals and transferring them to the pound. Investigate animal bites and enforce quarantines.
10. Administrative functions of training and keeping records of police personnel. Preparing of the budget and day to day bill paying and purchasing of needed materials and supplies.
11. Maintaining all records, processing warrants and subpoenas and other necessary paper work. Answer telephone inquiries, operate the tel-a-type machine and monitor the police radio. Transcribing, indexing and filing police reports.





COMMUNITY SERVICES & SPECIAL PROJECTS



# CITY OF SEASIDE

## MEMORANDUM

To: City Manager

Date: February 14, 1980

From: Community Services Director

Subject: Departmental Operations

The Department of Community Services and Special Projects was created by Council resolution in July, 1979. The realignment of this department which was previously the Parks & Recreation Department, moved the park maintenance functions into the Public Works Department and realigned the Department of Community Services and Special Projects into four program divisions. They are as follows: 1) Recreation Division, 2) Social Service Division, 3) Youth Service Division, and 4) Special Projects Division.

### RECREATION DIVISION

This division consists of program areas as follows; after-school playgrounds, sports, cultural arts, recreation classes, aquatics, and teens. This division also has the major responsibility of overall management of our newly constructed Multi-Use Center and our new indoor swimming pool.

Supervised after-school recreation programs are offered Monday through Friday, 3 to 5 P.M. and Saturday, 10 A.M. to 3 P.M. at the following elementary schools; Covell, Del Rey Woods, Highland, Juan Cabrillo, Manzanita, and Ord Terrace.

Sports activities are coordinated with the Pop Warner League, Boys Baseball, Seaside Bombers semi-professional baseball league, and other season sports at the beforementioned playgrounds. Gyms are also open in the evening Monday through Friday for open recreational activities at Fremont Jr. High, King Jr. High, and Seaside High School. Attached please find a detailed list of the various recreation classes offered at the Multi-Use Center, as well as the various swim programs offered at the pool.



### SOCIAL SERVICE DIVISION

This division is responsible for programs in the area of senior citizens, handicapped, nutrition program, pre-school, and community affairs. All of the activities in the program areas have been organized with the exception of the community affairs program.

We presently offer activities for senior citizens at the Multi-Use Center and have three different senior groups meeting at the facility. We also have special activity groups for various seniors such as needlework, quilting, and a sewing group.

Our nutrition program is presently done on a cooperative basis with the Alliance on Aging. We presently serve an average of 125 to 150 meals each day to senior citizens.

Our pre-school program is especially designed for the 3 to 5 year old child. The semi-structured program consists of arts and crafts, playtime, primary education, visual discrimination skills, story telling, singing, and refreshments. We presently have 65 children enrolled in the three different groups offered.

Another program area which this division is responsible for, is activities for the handicapped. Presently we have meetings at the center once a week by a county-wide stroke club, through which various agencies offer various methods of rehabilitation to stroke victims. In addition, this division also offers special arts and crafts activities and outings for senior citizens who are shut-ins at our various senior citizen homes, and they also have monthly outings for the handicapped.

### YOUTH SERVICE DIVISION

This newly created division has a major responsibility for developing programs for dealing with the needs of special youth within the community. They presently are offering a youth job training program with approximately 25 enrollees in this 40 hour per week activity. This group is presently utilizing classroom space at the old fire station, every morning Monday through Friday. The division is essentially responsible for program development for the Seaside Youth Development Corporation, youth



February 14, 1980

YOUTH SERVICE DIVISION - Continued

employment training, juvenile diversion programs, counseling and referral, and facility management for the old fire station. Since this division is newly created, many of the activities are still being formalized and must await City Council consideration for approval.

SPECIAL PROJECTS DIVISION

The major activity for this division is our City Medical Clinic located at 795 Elm Street. The department provides for overall management of a three doctor medical clinic through a joint powers agency. The clinic includes two general practitioners, one internist, three medical assistants, two bookkeepers, and one receptionist. Hours of operation are 9 A.M. to 5 P.M., Monday, Wednesday, Thursday, and Friday; and 2 to 9 P.M. on Tuesdays. Also the clinic is presently providing services in the area of obstetrics.

Work Probation Program

The Work Probation Program is a transporter by which misdemeanants and selected felons are selectively referred to the Community Services Department for community service work for a stated number of hours. Offenders are placed in volunteer positions with suitable community agencies, and are assisted by the Work Probation Coordinator in the completion of their assignments. Seaside is at present servicing approximately 100 court referrals per month.

Economic Development

The Department also provides special staff support to the City Manager and City Council regarding overall economic development. A Council task force has been established which plans the overall coordination of economic development for the city. The task force is composed of Mayor Ross and Councilman Houser, and staffed by John Carlson and Cleve Williams. Presently, the two most pressing projects are the development of a 300-350 room hotel in the Laguna Grande area and the development of a long term economic development strategy plan for the city.





Memo to City Manager  
Departmental Operations  
(Community Services Department)

February 14, 1980

SPECIAL PROJECTS DIVISION - Continued

Boards and Commissions

The department administration is also responsible for staffing the following boards and commission; Parks & Recreation Commission, Senior Citizen Commission, Youth Commission, Medical JPA Board of Directors, Art Commission, Community Development Corporation, and the Youth Development Corporation.

Major Park Development Projects

Through grants the City has been very effective towards implementing its open space plan. Presently approved are the following projects:

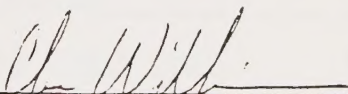
Laguna Grande Park - Acquisition and design of a 50 acre water related park.

Seaside Tennis Court Complex - Installation of four tennis courts with a major clubhouse. Will be located on property leased from the school district at Fremont Jr. High School.

Juarez Tot Lot - A small childrens tot lot to be constructed in this fiscal year. Located on Juarez Street.

Roberts Lake - Off-shore improvements around Roberts Lake to make this a more attractive area. Plan calls for landscaping, installation of irrigation system, and construction of parking lot. Also includes construction of a restroom facility. Estimated completion date is within this fiscal year.

Also, the Department cooperates with the Seaside Parade Association towards the conduct of our Annual Independence Day Parade and our nation-wide Drum and Bugle Corps field contest.

  
\_\_\_\_\_  
CLEVE WILLIAMS

CW:ps

Attachments





CULTURAL CLASSES

# JOIN THE FUN

GYMNASTICS Monday & Wednesday January 21 thru February 13, 1980  
6-Weeks

Tots 3-5years 1:30-2:15 p.m. Beginning Intermediate

Tots 3-5years 2:30-3:15 p.m. Intermediate Advanced

Ages 6-12years 3:30-4:15 p.m. Beginning

Ages 6-12years 4:15-5:00 p.m. Intermediate

All Ages: Performing Club 5:00p.m. Instructors Recommendation

Registration Fees: \$10.00 Resident

\$12.00 Non-Resident

HOW TO BE YOUR OWN INTERIOR DECORATOR 4-Weeks - ADULTS

Wednesday Evenings 7:00-9:00p.m. Feb. 6, thru Feb. 27, 1980

Instructor: Francy Maring

What to bring???? Notebook and pencil

Registration fee: \$14.00 Resident

\$19.00 Non-Resident

DRAWING ON THE RIGHT SIDE OF YOUR BRAIN 6 Weeks 12years and up

Thursday Afternoons 3:30-5:00 p.m.

Instructor: Anna Forman

What to bring????? YOURSELF

Registration fee: \$20.00 Resident

\$25.00 Non-Resident

INTRODUCTION TO DEVELOPING in PHOTOGRAPHY 6 Weeks ADULTS

Thursday Evenings 7:00-9:00 p.m.

February 7 thru March 13, 1980

Instructor: Jesse Edwards

What to Bring????? Processed Developing Paper and  
your Camera

Registration fee: \$20.00 Resident

\$25.00 Non-Resident

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You can register by cutting off this bottom portion and making Remittance to:  
CITY OF SEASIDE, 440 Harcourt Ave. Seaside, California 93955

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ TELEPHONE \_\_\_\_\_ CLASS \_\_\_\_\_

YOU MAY REGISTER IN PERSON IF YOU LIKE.....REGISTRATION  
IS TAKEN AT THE SEASIDE MULTI-USE CENTER, 986 HILBY ST. SEASIDE  
394-8531 Ext. 37

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